

Our ref: TS/PDA/08/08

21 August 2008

To: SQA Co-ordinator (FE colleges)
Directors of Education
Customer Account Managers

For the attention of all staff responsible for the delivery of or support for the Classroom Assistants and Support for Learning Assistants PDAs

Action by Recipient
✓ Response required
✓ Note and pass on
Note — update/information only

Contact: Tom Stannage at Glasgow
Direct line: 0845 213 5502
E-mail: tom.stannage@sqa.org.uk

Dear Colleague

National Qualifications in Care

The contents of this letter should be passed to the member of staff responsible **for the delivery of or support for PDAs in Classroom Assistants and Support for Learning Assistants.**

**Professional Development Awards:
Classroom Assistant (G5GY 15)
Support for Learning Assistants (G5EH 15)**

As intimated in our correspondence of February this year a Qualification Development Team (QDT) has been appointed and has carried out a thorough review of the above awards.

Enclosed is the document which outlines the proposals of the Team. Part 1 gives a summary of the information considered by the QDT and the decisions they have reached based on that information and on their own experience of delivering or administering the current awards. Part 2 is a consultation on the proposals put forward by the QDT.

Your views are important in deciding the final structure and content of this award. I would be grateful if you would complete Part 2 of the enclosed consultation and return it by 19 September to Martin Winters, SQA, 58 Robertson Street, Glasgow G2 8DQ. This document will also be posted on the Early Education and Childcare National Qualifications page of SQA's website (www.sqa.org.uk) and the consultation may be returned via e-mail to: martin.winters@sqa.org.uk.

Should you wish clarification on any of the points raised in this letter please do not hesitate to contact me either by phone on: 0845 213 5502, or by e-mail to: **tom.stannage@sqa.org.uk**.

Yours sincerely

A handwritten signature in black ink that reads "Tom Stannage". The signature is written in a cursive style with a long, sweeping underline.

Tom Stannage
Qualifications Manager
NQ Social Sciences and Care

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